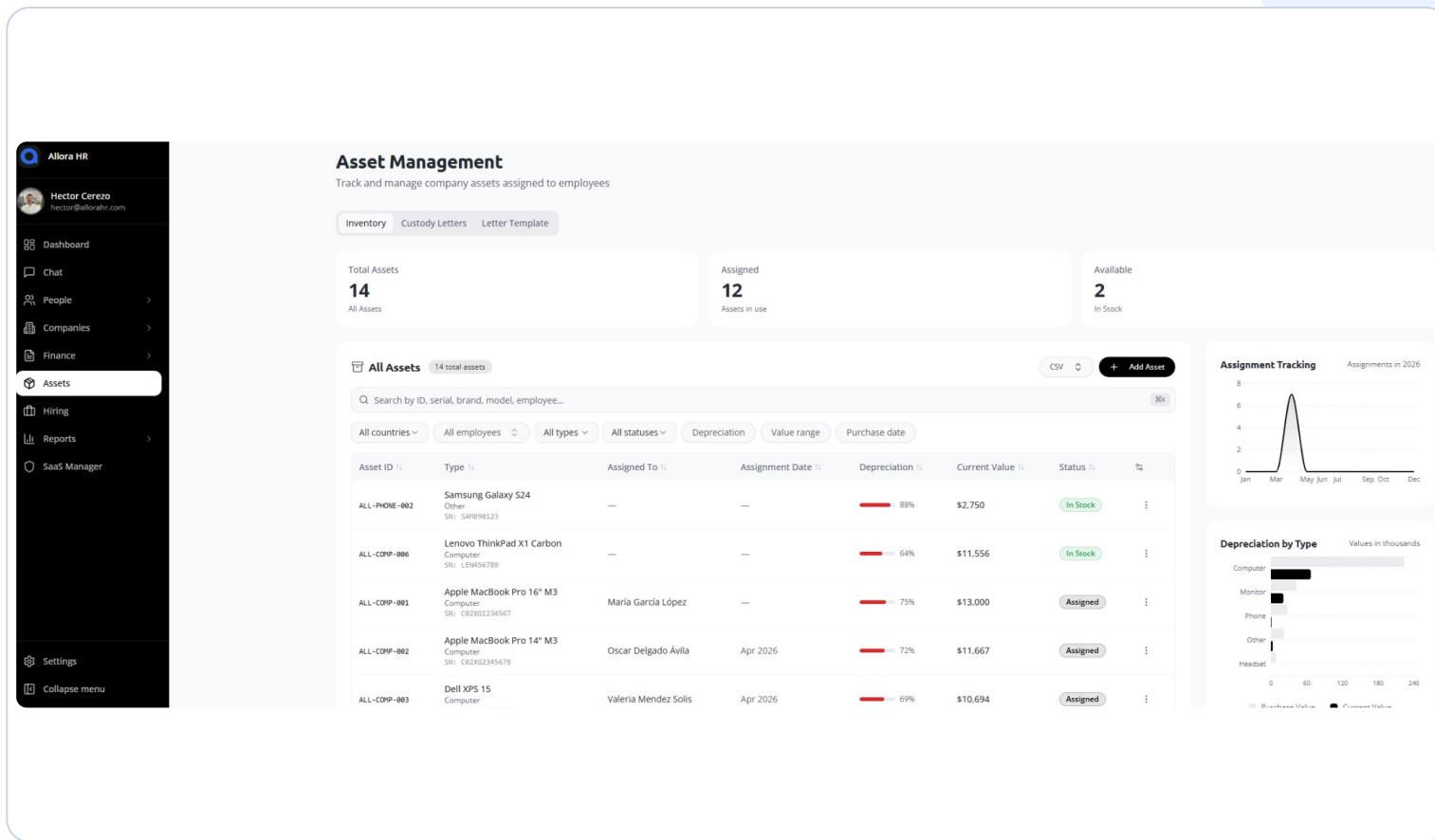


Allora Assets Module User Guide

Manage company equipment from registration through assignment and final disposition.

ADMINISTRATION GUIDE



The screenshot displays the Allora HR Asset Management interface. On the left is a dark sidebar with navigation options: Dashboard, Chat, People, Companies, Finance, Assets (selected), Hiring, Reports, and SaaS Manager. The main content area is titled "Asset Management" with the subtitle "Track and manage company assets assigned to employees". It features three summary cards: "Total Assets 14 All Assets", "Assigned 12 Assets in use", and "Available 2 In Stock". Below these is a table of "All Assets" (14 total assets) with columns for Asset ID, Type, Assigned To, Assignment Date, Depreciation, Current Value, and Status. The table lists five assets: a Samsung Galaxy S24 (In Stock), a Lenovo ThinkPad X1 Carbon (In Stock), an Apple MacBook Pro 16" M3 (Assigned to María García López), an Apple MacBook Pro 14" M3 (Assigned to Oscar Delgado Ávila), and a Dell XPS 15 (Assigned to Valeria Mendez Solís). On the right side of the interface, there are two charts: "Assignment Tracking" showing a peak in May and "Depreciation by Type" showing values for Computer, Monitor, Phone, Other, and Headset.

1. Review the Asset Inventory

The Inventory tab provides a complete view of registered company assets and their current status.

- 1 Select Assets from the left-side navigation menu.
- 2 Review totals, assignments, depreciation, current value, and availability.
- 3 Use the search bar and filters to locate a specific asset or group of assets.

TIP

You can export the displayed inventory using the CSV control.

Allora HR

Hector Cerezo

Dashboard

Chat

People

Companies

Finance

Assets

Hiring

Reports

SaaS Manager

Settings

Collapse menu

Asset Management

Track and manage company assets assigned to employees

InventoryCustody LettersLetter Template

Total Assets14All Assets

Assigned12Assets in use

Available2In Stock

All Assets14 total assets

CSVAdd Asset

Search by ID, serial, brand, model, employee...

All countriesAll employeesAll typesAll statusesDepreciationValue rangePurchase date

Asset ID	Type	Assigned To	Assignment Date	Depreciation	Current Value	Status	
ALL-PH01-002	Samsung Galaxy S24	—	—	88%	\$2,750	In Stock	
ALL-COMP-006	Lenovo ThinkPad X1 Carbon	—	—	64%	\$11,556	In Stock	
ALL-COMP-001	Apple MacBook Pro 16" M3	María García López	—	75%	\$13,000	Assigned	
ALL-COMP-002	Apple MacBook Pro 14" M3	Oscar Delgado Ávila	Apr 2026	72%	\$11,667	Assigned	
ALL-COMP-003	Dell XPS 15	Valeria Mendez Solís	Apr 2026	69%	\$10,694	Assigned	

Assignment Tracking

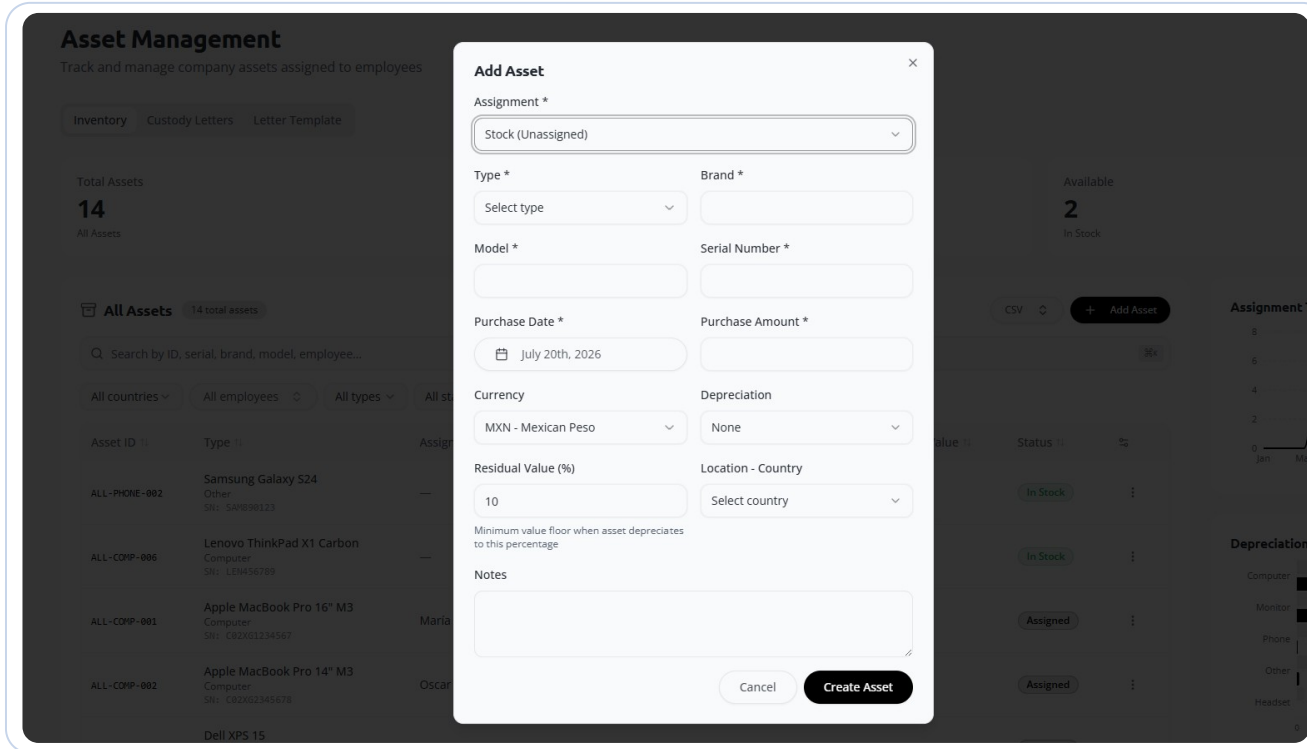
Assignments in 2026

Depreciation by Type

Values in thousands

2. Add a New Asset

Create a complete asset record before placing the item in stock or assigning it to an employee.



- 1 Click Add Asset in the Inventory tab.
- 2 Choose whether the asset will remain in stock or be assigned immediately.
- 3 Enter the type, brand, model, serial number, purchase details, currency, depreciation, residual value, and location.
- 4 Add any relevant notes, then click Create Asset.

Fields marked with an asterisk (*) are required.

3. Review and Manage an Asset

Open an asset to review its information, assignment, value, and complete activity history.

The screenshot displays the 'Samsung Galaxy S24' asset page. At the top, it shows the asset ID 'ALL-PHONE-002', status 'In Stock', and type 'Other'. The current value is 'MXN 2,750' (purchased at MXN 22,000). The page is divided into several sections:

- Asset information:** Includes serial number 'SA1890123', purchase date 'July 1st, 2024', location 'Jalisco, Mexico', and a note 'Teléfono ventas'.
- Depreciation & value:** Shows a schedule of '24 months' with a purchase value of 'MXN 22,000' and a current value of 'MXN 2,750'.
- Assignment:** Indicates the asset is 'Not currently assigned' and provides a button to 'Assign to employee'.
- Lifecycle actions:** Offers options to 'Mark as sold', 'Mark as lost', or 'Out of service'.
- Details:** Lists the asset ID 'ALL-PHONE-002' and currency 'MXN'.
- Activity:** Provides a link to view the 'Complete history of all changes'.

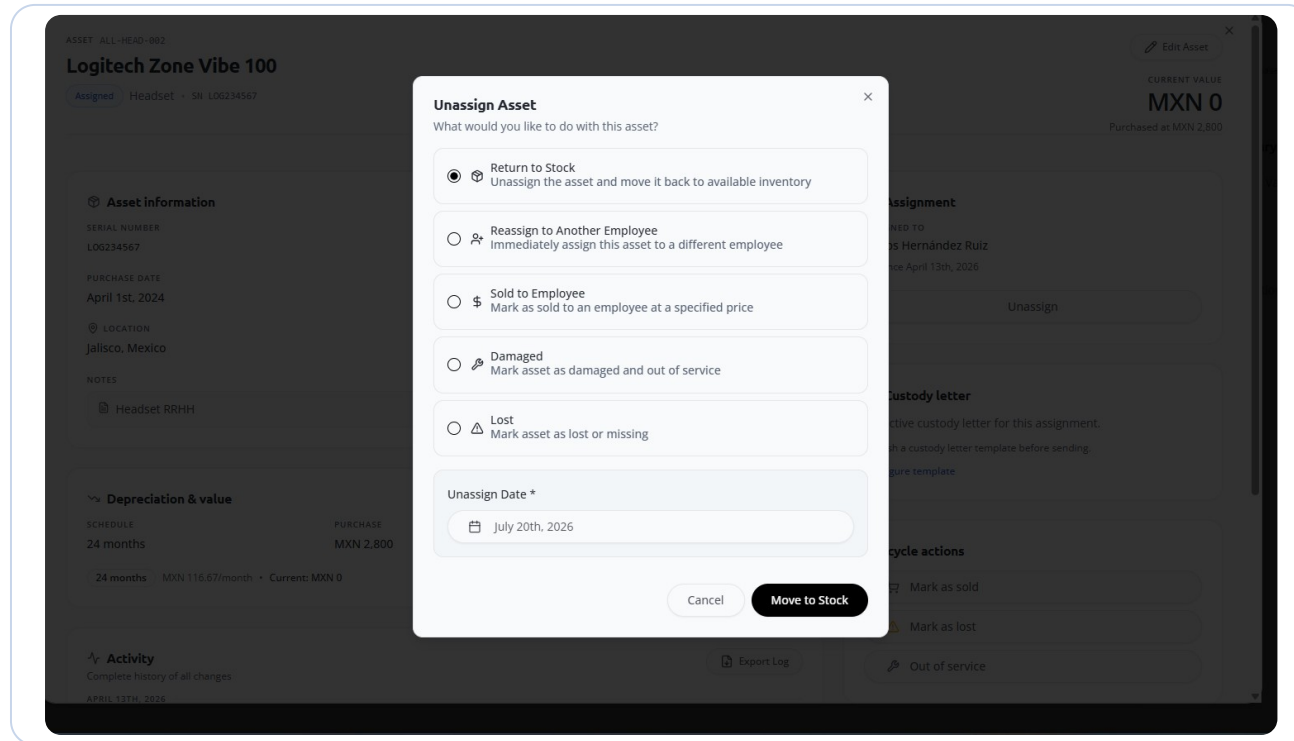
- 1 Select an asset from the inventory.
- 2 Review its details, assignment, depreciation, current value, and activity.
- 3 Click Edit Asset to update the registered information.

LIFECYCLE ACTIONS

Assign to an employee
Mark as sold
Mark as lost
Mark as out of service

4. Unassign or Reassign an Asset

When an employee returns an asset, select the outcome that accurately reflects what happens next.



- 1 **Return to Stock**
Move the asset back to available inventory.
- 2 **Reassign to Another Employee**
Transfer it directly to a different employee.
- 3 **Sold to Employee**
Record the asset as sold at a specified price.
- 4 **Damaged**
Mark it as damaged and out of service.
- 5 **Lost**
Record the asset as lost or missing.

Select the effective date and confirm the action. The asset record and activity history will update automatically.